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DD/S&T-1904-72
21 June 1972

MEMORANDUM FOR: Director, Office of Planning, Programming & Budgeting

25X1 ATTENTION: Chief, Planning Staff

SUBJECT: Draft Memorandum on Combined PFIAB Report and Agency History

1. In compliance with your request, we have reviewed the draft memorandum. It is our opinion this draft contains several deficiencies which should be altered prior to issuance of the action memorandum. Chief among these is that you are issuing two distinct and different sets of instructions for the same report. There is both confusion and redundancy in this dual approach. To try to do both things at the same time, aiming for a single report would be most confusing. A consolidation of these instructions to suffice both requirements would seem the better approach.

2. Specific comments are as follows:

a. Tab A; Part II: Reporting is arrayed in what is assumed to be the new Agency Category/Subcategory/Element Structure. The S&T offices have not been exposed to this change and a crosswalk will have to be constructed to usher them from the structure used in the Budget and the Program to this new array. To the best of our knowledge, no crosswalk has been devised to date; in fact, the current exercise is using the existing format.

b. Tab B, Page 2, Para 2: If this memorandum is to be circulated in its present format (as opposed to consolidation with the O/PPB memorandum), the first sentence of paragraph 2 should be changed to read "----the framework of the outline provided in Tab A of the instructions from OPPB dated as augmented by items 10 and 11 of this memorandum---"

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c. Tab B, Page 7, first sentence: The suggested limit of "10 to 20 pages appropriate to an annual report" would seem far too few for a Directorate report. Some of our offices may exceed this length. This item should be clarified.

d. Tab B, Page 8, Item 10, Chronologies and Item 11, Key Documents: These items levy added requirements on the reporting office, not mentioned in the G/PPH memorandum or previously mentioned in the Historian's memorandum. These are important, time consuming aspects of the report and should not be handled as after thoughts. Consolidation of the memoranda, as suggested in paragraph 1 of this memorandum, would provide an easy manner to overcome this shortcoming.

3. General comments on the draft include:

a. The instructions in Tab B rely, to a great deal on value judgment which varies greatly with individuals. As an example, on page 6 of Tab B the memorandum states, "Contributors are expected to judge objectively what constitutes accomplishment, employing criteria appropriate to the activity." Within the DA/S&T offices we would receive a variety of responses to this requirement. They would range from succinct understatements to detailed reports glorifying the smallest achievements. More definitive instructions are needed if balanced, accurate reporting is to be received.

b. In last year's FFIAB exercise, ORD and OCS were handled separately. The former by the R&D coordinator and the latter by the Information Processing Coordinator. We assume from Tab C that all S&T offices are to be given similar treatment this year but request confirmation of this assumption.

4. The extremely short deadline on these comments has prohibited us from staffing the draft as thoroughly as would have been our desire. I feel sure some further constructive comments could have been culled from applicable people in our offices.

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Controller
Directorate of
Science and Technology

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